

APPENDIX 1: Survey questionnaire

A SURVEY OF MAJOR LAW LIBRARIES ACROSS THE WORLD

My research on UK law libraries has made me keen to gather and report on useful comparative data about research support services in the major law libraries around the world. This comparative data will be very helpful benchmarking information for all members of the International Association of Law Libraries (IALL) and other major law libraries, and will enable IALL to tailor its services and training programmes to meet the changing needs of its growing membership. I am very grateful for the support and interest of IALL in this research project.

To help with these aims, please would you kindly take 20 minutes out of your busy day to complete this survey. As practices vary widely from country to country, I have tried to design this survey for an international audience. Please accept my apologies if my questions do not fit your particular circumstances. All responses will be treated in the strictest confidence and the anonymity of respondents preserved in the research report.

The survey is arranged in 12 very brief sections, A–L. The closing date is Friday, 15th June 2012. If you have any queries about how to answer the questions, please do not hesitate to contact me. Many thanks for your help.

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pdf version of form for mail-in: <http://iall.org/resources/iallSurvey.pdf>

Section A (1 of 12): The Library

A1 - Name of the Library

A2 - Institution to which the Library is attached (if any)

A3 - Please place a tick in the box against the category which most accurately describes your Library

- University law school library
- Research institute library
- Court library
- Government department library (e.g. national or state)
- Law firm library / Law offices library
- Bar library / Law society library / Bar council Library
- Public law library
- Other:

A4 - Name and job title / role of person completing this questionnaire

A5 - Email address and telephone number
should any clarification of responses be needed

A6 - Is the library an institutional member of the International Association of Law Libraries?
If not, please go to question A7

- yes
- no
- Don't know

A6.1 - Who receives the membership communications and journal issues?

A6.2 - What is their job title / role within the library?

A7 - Are any members of the library staff personal members of International Association of Law Libraries? If so, please list the names and job titles of these staff

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Section B (2 of 12)

B1 - Number of patrons (e.g. enrolled students and faculty or firm lawyers) in 2010/2011.

B2 - Please give an estimate in each relevant category of the number of patrons who used your library in 2010/2011:

B2.1 - Undergraduate law degree students

B2.2 - Students studying for a Juris Doctor qualification

B2.3 - Students studying for a taught postgraduate degree in law (e.g. LLM or any other taught postgraduate course in law)

B2.4 Students studying for a research degree in law (e.g. MPhil or PhD and any other research degree in law)

B2.5 - Academic staff and research staff

B2.6 - Students studying for a professional practice qualification in law (e.g. Bar exams)

B2.7 - Judges

B2.8 - Court officials / administrators

B2.9 - Lawyers

B2.10 - Trainee lawyers

B2.11 - Members of the public on payment of a fee

B2.12 - Members of the public without fee

B2.13 - Other
(please specify type of patron and approximate number)

Section C (3 of 12): Accommodation, study facilities and library entries

Please tick the response below which most closely matches the circumstances in your institution:

- C1.1 - A single law library in a location separated from other subject collections (in which "separate" is defined as a separate building or a separate floor within the same building)
- C1.2 - A law collection not so separated but shelved so as to form a single identifiable unit
- C1.3 - Several law collections each in a different location
- C1.4 - A single law collection dispersed among other subject collections

C2 - How many seats are there in study areas by the law collection(s)? Exclude computer workstations.

C3 - How many PC or Mac workstations which can access electronic law materials are available for patron use

C4 - Is WiFi access to law databases available within your institution?

- Yes
- No

C5 - How many physical entries were there into the library during 2010/2011?

C6 - Was this an increase on the number of entries in 2009/2010?

- Yes
- No

SECTION D (4 of 12): Opening Hours

D1 - State the total number of hours a week for which the law collection/s are available to library users for physical access.

D1a - In term time (in academic and court law libraries only)
hours per week

D1b - During the vacation (in academic and court law libraries only)

hours per week

D1c - Generally in other libraries

hours per week

D2 - For how many hours a week (for academic and court libraries, per week in term time) is a staffed book circulation service available for law items?

D3 - Does your library have a self-check-out machine(s) for circulating items from the law collection?

Yes

No

D4 - For how many hours a week (for academic and court libraries, per week in term time) is your enquiry/reference service staffed by professional law librarians?

Exclude hours when no professional law librarians are available and law enquiries are referred on to be dealt with later.

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SECTION E (5 of 12): Collections

E1 - What is the total number of printed volumes in the law library?

E2 - What is the current number of electronic databases received by subscription?

E3 - What is the current number of electronic books available in your library?

E4 - Databases: Please rank below the three most popular databases your institution paid to access during 2010/2011. Also indicate how you access each database, for example via the Web or by CD-ROM.

E4.1 - Database #1

E4.1a - Database #1 accessed by ...

- Web
- CD-ROM
- Other:

E4.2 - Database #2

E4.2a - Database #2 accessed by ...

- Web
- CD-ROM
- Other:

E4.3 - Database #3

E4.3a - Database #3 accessed by ...

- Web
- CD-ROM
- Other:

E5 - List any key databases which your institution has cancelled during 2010/2011, and the reason for the cancellation.

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E6 - Is your law library contributing to a digitisation project?

- yes
- no

E6a - If you answered "yes" to E6, describe very briefly the role of the law library in this project. Please include any weblinks to existing descriptions.

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E7 - Please provide web links to any library special collections or archives and manuscripts.

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E8 - Please estimate in approximate percentage terms how much of your collections are made up of national legal materials, foreign and comparative legal materials and international legal materials.

E8a - National legal materials (%)

E8b - Foreign and comparative (%)

E8c - International (%)

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SECTION F (6 of 12): Expenditure on law materials

All responses to relate to financial year 2010/2011.

F1 - Please state total expenditure on the acquisition of law materials
(state the currency)

F2 - Of the amount in F1, please specify expenditure in each of the following categories.

F2.1 - Print materials

F2.2 - Electronic materials

SECTION G (7 of 12): Staffing

G1 - Please state, in terms of full time equivalents (FTEs), how many library staff (on all grades) spend 50% or more of their working time on the care and servicing of the print and electronic law collection/s.

G2 - How many of the number given in G1, above, were...

G2.1 - employed in professional librarian posts?
FTEs (for example, on an academic related grade)

G2.2 - employed in clerical posts?
FTEs (for example, library assistants)

G2.3 - employed in other posts? (please specify)
FTEs

Please note that the sum of the answers to questions G2.1, G2.2 and G2.3 should equal the figure given in answer to question G1.

G3 - How many of the staff in G1, above ...

G3.1 - had a professional librarianship or information science qualification?
FTEs

G3.2 - had an academic or professional qualification in law?
FTEs

G3.3 - had both professional librarianship and law qualifications?

FTEs

G4 - Would one of your staff be willing to write a brief article on law librarianship in your country, for the IALL website and institutional repositories?

- yes
 no

G5 - How does your law library contribute to training your professional law librarians?

- In-house training
 External training courses

G5.1 - Comment briefly on your response to G5.

optional

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G6 - What sort of training could IALL provide (at the IALL conferences, via the IALL website, or via printed materials) to help you with your staff development?

optional

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SECTION H (8 of 12): User training

This section of the questionnaire is concerned with legal research skills training in 2010/2011. It IS concerned with basic legal research instruction (e.g. how to understand legal abbreviations) and instruction in the use of particular law publications or databases. It IS NOT concerned with induction tours, basic introductions to the library or the library catalogue.

H1 - Is legal research skills training (as defined above) provided in your institution?

If no, please go to section I

- Yes
 No

H2 - Who provided legal research skills instruction in your institution?

Please tick as many boxes as apply

- Law library staff

- Law school lecturing staff
- External trainers (e.g. Westlaw/Lexis reps)
- Lexis or Westlaw student associate
- Other:

H3 - For which patrons was instruction in legal research skills provided by library staff?

Please tick as many boxes as apply

- Undergraduate law degree students
- Students studying for a Juris Doctor qualification
- Students studying for a taught postgraduate degree in law (e.g. LLM or any other taught postgraduate course in law)
- Students studying for a research degree in law (e.g. MPhil or PhD and any other research degree in law)
- Students studying for a professional practice qualification in law (e.g. Bar exams)
- Judges
- Court officials / administrators
- Lawyers
- Trainee lawyers
- Members of the public on payment of a fee
- Members of the public without fee

H4 - Approximately how many law library staff hours were spent in delivering legal research skills instruction in 2010/2011? Do not include preparation time.

hours

H5 - By which method/s was the legal research skills instruction by library staff delivered? Include only the training in legal research skills, as defined at the start of section H.

Please tick as many boxes as apply.

- Lecture
- IT/database workshop (in IT room)
- Tutorial/seminar (in seminar room)
- Student's self-paced workbook
- Video
- Locally-produced online tutorial (e.g. VLE)
- Other:

SECTION I (9 of 12): Web-based services for patrons

I1 - Do law library staff manage or contribute to the following services:

I1.1 - Library Management System (LMS)

- Manage
- Contribute
- n/a

I1.2 - Virtual Learning Environment (VLE)

- Manage
- Contribute
- n/a

I1.3 - Institutional repository

- Manage
- Contribute
- n/a

I1.4 - Design of the law library webpages

- Manage
- Contribute
- n/a

I1.5 - Content of the law library webpages

- Manage
- Contribute
- n/a

Comment briefly on these roles:

optional

4

I1.6 - Do law library staff contribute to the following services:

Check all that apply

- Articles
- Subject and / or research guides
- Other information sources (e.g. portals or gateways)
- Other:

I2 - What is the product name of the LMS that your library uses (e.g. Millennium, Aleph etc.)?

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SECTION J (10 of 12): Outreach services for patrons

J1 - Do law library staff manage or contribute to the following services?

J1.1 - Regular email information to patrons

- Manage
- Contribute
- n/a

J1.2 - Regular newsletter to patrons

- Manage
- Contribute
- n/a

J1.3 - Social networking sites (e.g. Facebook or Twitter)

- Manage
- Contribute
- n/a

Comment briefly on the above roles:

optional

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J2 - Please briefly outline any other outreach methods or activities:

optional

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SECTION K (11 of 12): Specialised services for specific patron groups

K1 - What tailored services does your law library offer to specific groups (e.g. specialised services for faculty and/or one-to-one research appointments for PhD students)?
optional

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SECTION L (12 of 12): Future challenges

L1 - What would you say are the THREE most important ambitions for your law library over the next year?

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2

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Thank you very much for completing this questionnaire.

With the assistance of members of the IALL Board, I intend to publish the results of this survey on the IALL website (www.iall.org) and in the International Journal of Legal Information, and report on the findings at the IALL Annual Study Course in Toronto in Sept./Oct, 2012.
